

SUMMER-HIRE EMPLOYEE SAFETY ORIENTATION REVIEW
(USAREUR Reg 690-308)

1. Supervisors must give the following safety orientation to each summer-hire employee on the first day of work. This form, when signed, becomes a record of the briefing and will be filed in the employee's file with the supervisor. This form will be kept on file for 1 year after last day of employment.
2. The supervisor must modify the briefing to include all safety aspects of the particular job.
3. Check off the items as they are explained to the employee. Leave blank any statement which is not applicable. Additional items, if any, should be listed under "Additional job safety requirements".

Employee's name	Date
Department	Job title

PART I - SAFETY

<input type="checkbox"/>	Review specific job hazards (for example, chemicals, electricity, extreme heat, machinery, tools, traffic).
<input type="checkbox"/>	Review engineering controls that are part of the operation (for example, exhaust, guards, hoists, ventilation).
<input type="checkbox"/>	Review administrative controls (for example, distance from operation, limited exposure time, rotating jobs).
<input type="checkbox"/>	Review applicable safe-work procedures (for example, proper lifting techniques, two-person jobs).
<input type="checkbox"/>	Provide and explain use of personal protective equipment (PPE). Also explain why equipment is needed.
<input type="checkbox"/>	Review written Hazard Communication Program, and Material Safety Data Sheets on chemicals that pose a potential hazard.
<input type="checkbox"/>	Review standing operating procedures (SOP) on safety and on equipment the employee will be required to use.

PART II - FIRE

<input type="checkbox"/>	Review evacuation procedures in case of fire or disaster and walk the employee through primary and secondary emergency-exit routes from the employee's work area.
<input type="checkbox"/>	Identify all fire extinguishers in the work area, explain what types of fires they extinguish, and show the employee how the extinguishers work.
<input type="checkbox"/>	Identify all area-alarm pull-boxes.
<input type="checkbox"/>	Identify smoking and nonsmoking areas.

PART III - HEALTH

<input type="checkbox"/>	Identify first-aid stations, services, and equipment available.
<input type="checkbox"/>	Inform the employee who to contact in case of an emergency.
<input type="checkbox"/>	Identify emergency-response agencies and telephone numbers (for example, ambulance, fire, military police).

PART IV - ACCIDENT REPORTING

<input type="checkbox"/>	Review procedures for reporting accidents and incidents. Promptly report all accidents and incidents to the supervisor, no matter how minor. DA Form 285-AB-R (U.S. Army Abbreviated Ground Accident Report) or the appropriate Compensation Claim Form, CA-1 or CA-2, will be completed for each accident involving summer-hire employees.
<input type="checkbox"/>	Encourage summer-hire employees to report unsafe conditions or work practices. The employee's observations are essential to preventing accidents.

Additional job safety requirements	Remarks or comments
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Supervisor's signature	Date
Employee's signature	Date